

**Overview** This guide will help you design parcels for automated processing for faster, more efficient delivery.

**Characteristics and Content (C050)**

- Minimum weight: 6 ounces.
- Standard Mail: maximum weight is less than 16 ounces.
- Bound Printed Matter: maximum weight is 15 pounds.
- Parcel Post: maximum weight is 35 pounds (25 pounds for books and other printed matter).
- Dimensions: 6 to 34 inches long, 3 to 17 inches high, and 1/4 to 17 inches thick. Pieces 1/4 thick must be at least 3-1/2 inches high.
- Barcoded discount:
  - Package Services barcoded discount pieces must meet the standards in C850.

**Proper Container (C010.3)**

- Use sturdy materials to withstand handling.
- Size must be adequate to contain items and provide space for cushioning material.
- Paperboard boxes for easy and average loads to 10 pounds.
- Metal-stayed paperboard boxes for easy and average loads up to 20 pounds.
- Solid corrugated fiberboard boxes as shown below.

Fiberboard Grade	Maximum lb. weight of box and contents		Maximum length & girth in inches
	Easy and avg. loads	Difficult loads	
125	20	—	67
175	40	20	100
200	65	45	108
275	70	65	108
350	—	70	108

- Wood, metal, or plastic boxes are generally acceptable for all types of loads.
  - Soft goods in paper or plastic bags and enveloped printed matter up to 5 pounds are acceptable.
- Avoid waxed or oiled materials, exterior foam boxes, and unsecurely packaged articles.

**Cushioning (C010.4)** Cushioning absorbs shock and vibration of handling. Combinations of cushioning materials are most effective. Cushion items separately. Examples of cushioning materials: foamed plastics, corrugated fiberboard, loose-fill material, shredded paper.

**Closure and Sealing (C010.5)**

- Pressure-sensitive reinforced tape.
- Reinforced paper tape at least 2 inches wide, at least 60-pound basis weight.
- Adhesive (glue, paste, thermal plastic, etc.). Must be serviceable from -20°F to 160°F.
- Staples and steel stitching acceptable if spaced less than 5 inches apart for easy loads, less than 2-1/2 inches for difficult loads.

Avoid twine, cord, rope, cellophane tape, and masking tape.

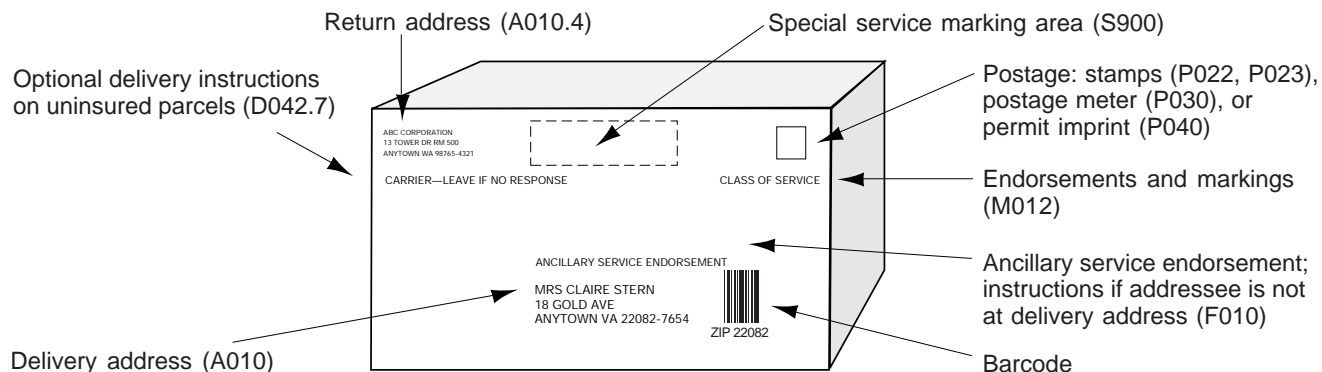
**Mail Preparation**

- Single-piece: none.
- Mail must be prepared and marked under applicable standards for Presorted Standard Mail (M610.5), Parcel Post (M710.4), or Presorted Bound Printed Matter (M722.5) machinable parcel preparation.
- For pallet preparation, see M045.
- For Presorted Media Mail, see M730 or Quick Service Guide 730.
- For Presorted Library Mail, see M740 or Quick Service Guide 740.

**Special Services (S900)** See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Physical Standards for Automation-Compatible Parcels

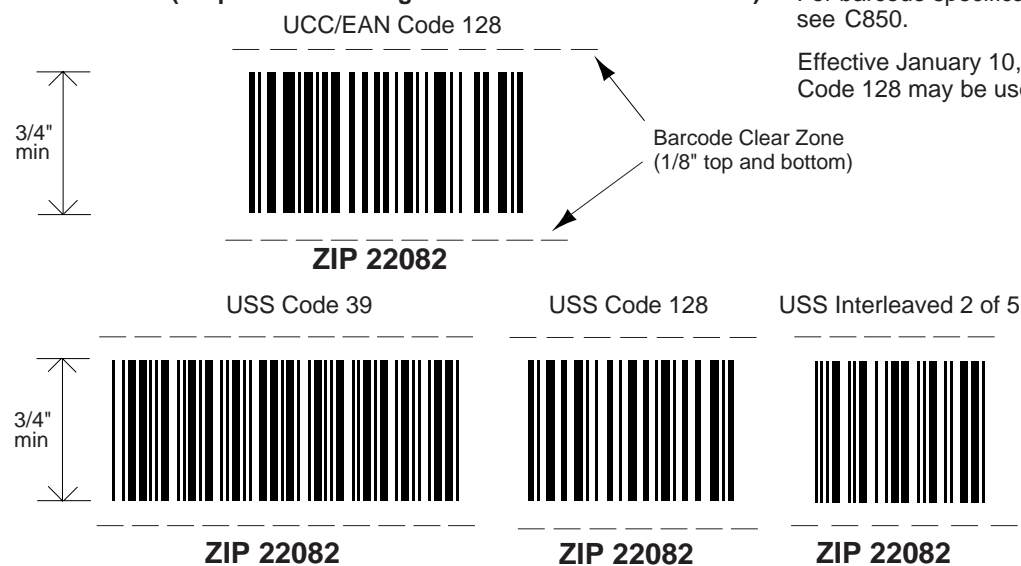


- Class of service may be indicated on face and sides.
- Avoid glassine covering address and barcode.

## Barcodes (Required for Package Services barcoded discount)

For barcode specifications and placement, see C850.

Effective January 10, 2004, only UCC/EAN Code 128 may be used.



## Packaging and Sealing

**Container** (see front for details):

- Sturdy paperboard or fiberboard boxes.
  - Wood, metal, or plastic boxes.
  - Plastic or paper bags up to 5 pounds.
  - Enveloped printed matter up to 5 pounds.
- Avoid waxed or oiled materials, exterior foam boxes.

**Cushioning**:

- Cushion items separately.
  - Combine materials for most effectiveness.
- Cushioning materials: foamed plastics, corrugated fiberboard, loose-fill material, and shredded newspapers.

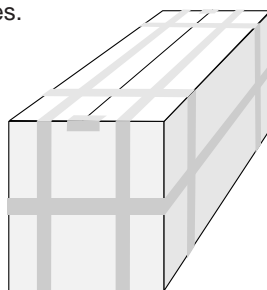
**Sealing** (see front for details):

- Pressure-sensitive reinforced tape.
- Reinforced paper tape.

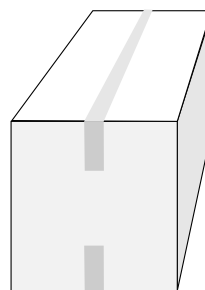
- Staples or steel stitching.

- Adhesive.

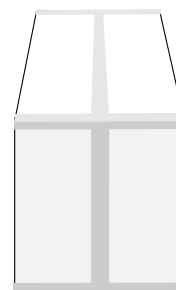
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Pressure-sensitive filament tape



Reinforced kraft paper tape



Kraft paper tape